



State of Utah  
Department of Commerce  
Division of Occupational and Professional Licensing

JON M. HUNTSMAN, JR.  
Governor

FRANCINE A. GIANI  
Executive Director

J. CRAIG JACKSON  
Division Director

October 19, 2005

Dear Professional Association – Construction Industry:

The Utah Division of Occupational and Professional Licensing recently mailed letters to all licensed contractors pertaining to continuing education requirements (copy enclosed). With the recent implementation of the new continuing education as a condition of contractor license renewal, contractors will be contacting your association for assistance in obtaining their continuing education. Many of these individuals will not be members of your association.

Therefore, the Division understands that having a current list of licensed contractors may benefit your association in contacting licensees who are trying to obtain their continuing education. Generally, the mailing addresses of licensees are private information and cannot be disclosed. However, according to Title 58-1-106(2) and (3) and R156-1-106(1)(b), such information can be provided after you verify that the information will be used for continuing education purposes only (not for recruitment purposes) and that it will not be sold or disclosed to others.

If approved, the list will be provided for a fee via Utah Interactive, the state's contracted internet-based provider, responsible for streamlining access to government information.

If you are interested in obtaining a list, please complete the following steps:

1. Complete the enclosed "Request for Licensee List Including Addresses and/or Telephone Numbers" (yellow form). Submit this form to DOPL at PO Box 146741, Salt Lake City, UT, 84114-6741, Attn: F. David Stanley. You can also fax the form to (801) 530-6511.
2. Complete the enclosed "Professional Licensee List Order Form" (blue form) and submit it directly to Utah Interactive with your payment information. Utah Interactive will create and disseminate the information to you once they receive Division approval.

As a final point of information, the Continuing Education Standards are found under R156-55a-303b of the Utah Construction Trades Licensing Act Rules. This rule reads:

- (1) Continuing education courses are not required to be submitted for approval by the Commission, but must meet the following criteria:
  - (a) content must be relevant to the practice of the construction trades and consistent with the laws and rules of this state;
  - (b) learning objectives must be reasonably and clearly stated;
  - (c) teaching methods must be clearly stated and appropriate;
  - (d) faculty must be qualified, both in experience and in teaching expertise;
  - (e) documentation of attendance must be provided; and
  - (f) all core education and professional education hours shall be clock hours.
- (2) The three hour core education requirement shall include one or more of the following course content areas:



State of Utah  
Department of Commerce  
Division of Occupational and Professional Licensing

JON M. HUNTSMAN, JR.  
*Governor*

FRANCINE A. GIANI  
*Executive Director*

J. CRAIG JACKSON  
*Division Director*

- (a) construction codes;
- (b) construction laws and rules; and
- (c) construction practices.

(3) Credit for core education and professional education shall be recognized in accordance with the following. Hours shall be recognized for core education and professional education completed in blocks of time of not less than 50 minutes, in formally established classroom courses, seminars, lectures, conferences, training sessions or distance learning modules, which meet the criteria listed in Subsection (1) above and conducted by or under the sponsorship of:

- (a) a recognized university or college;
- (b) a state agency;
- (c) a professional association, including:
  - (i) the Associated Builders and Contractors Association;
  - (ii) the Associated General Contractors Association;
  - (iii) the Utah Home Builders Association;
  - (iv) the Utah Mechanical Contractors Association; or
- (d) other recognized education programs as approved by the Commission with the concurrence of the Director.

(4) Professional education shall not include courses in office and business skills, physical well-being and personal development, and meetings held in conjunction with the general business of the licensee.

(5) The continuing education requirement for electricians as established in Section R156-55b-304, which is completed by an electrical contractor, shall satisfy the continuing education requirement for contractors as established in Subsection 58-55-501(21) and implemented herein.

(6) A licensee shall be responsible for maintaining competent records of completed core and other continuing education for a period of two years after the two year period to which the records pertain.

**Note:** Under paragraph 3(d) of this rule Utah's Construction Services Commission can approve other educational programs outside of colleges or universities, state agencies and associations. However, the Commission at this time has decided to not approve other educational programs not sponsored by those already authorized by rule.

Thank you for your cooperation in helping Utah contractors obtain their continuing education. If you have any questions, please contact me directly at (801) 530-6292.

Sincerely,

F. David Stanley  
Associate Director for Construction Services

## REQUEST FOR LICENSEE LIST INCLUDING ADDRESSES AND/OR TELEPHONE NUMBERS

---

### 1. REQUESTOR'S INFORMATION

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

---

### 2. LICENSEE LIST BEING REQUESTED: (Please describe in detail the list you are requesting.)

---

---

---

What information are you requesting on this list? ☐ Addresses ☐ Telephone Numbers

---

### 3. SPECIFIC PURPOSE(S) FOR WHICH THE LIST WOULD BE USED:

---

---

---

**NOTE:** If this request is for the purpose of advertising a training workshop or seminar, a copy of the brochure/flyer must be submitted with this paperwork.

**NOTE:** The burden is on the Requestor to demonstrate to the Division that this request does not create an unwarranted invasion of privacy to the licensee(s) or a threat to public health, safety, and welfare.

---

### 4. REQUIRED SIGNATURE

I affirm under penalty of perjury that all information provided in this request is true and correct. I also attest to each of the following:

1. I am the person listed above as the "Requestor."
2. If provided, the list will only be used for the purpose(s) indicated above.
3. If provided, the list will never be disclosed to any other party for any reason or purpose.
4. If provided, the list will be destroyed once it has been used for the approved purpose(s) listed above.

---

Signature of Requestor

---

Date Signed



30 E Broadway, Ste 300  
Salt Lake City, UT 84111  
(801) 983-0275 or (877) 9UT-EGOV  
FAX: (877)-860-7680  
<http://www.utah.gov>

Email: [subscribe@utahinteractive.org](mailto:subscribe@utahinteractive.org)

## Professional Licensee List Order Form

The Utah.gov network is an Internet-based electronic portal designed to streamline access to government information. Utah.gov is managed for the State of Utah under contract by Utah Interactive, LLC. This Agreement is between you, the Purchaser, and Utah Interactive, LLC.

**The fees for obtaining a professional licensee list are \$5.00 for the first 200 records and .03 per record thereafter. Payment is required at the time the list is sent.** There are restrictions on access to certain information and some records are restricted in use. You may be subject to penalties under law if you violate any of these restrictions.

If you have any questions regarding information contained within this Agreement, please contact Utah.gov at 1-877-9UT-EGOV (1-877-988-3468).

### Address

Organization Name: \_\_\_\_\_  
Contact / Admin Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

### Billing

### Address

Organization Name: \_\_\_\_\_  
Contact / Admin Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

### Billing Options

#### Please Select Only One Option:

*Charges will be debited to the account the same day the list is sent.*

☐ **Credit Card**

☐ **Auto Check Option**

☐ Visa ☐ MasterCard ☐ Discover ☐ AMEX

Bank Name: \_\_\_\_\_

Card #: \_\_\_\_\_

Routing #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Account #: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Name on Account: \_\_\_\_\_

**Please indicate below the professions and license types you are interested in receiving.**

Please note: The list will not include addresses or phone numbers unless the appropriate approval is received from the Division of Occupational and Professional Licensing. All lists are e-mailed to the contact listed above in Excel Spreadsheet format unless otherwise specified.

---

---

---

---

---

---

---

---

☐ Check here if Addresses and or phone numbers are requested.

More information can be located at  
[http://www.dopl.utah.gov/services/licensee\\_lists.html](http://www.dopl.utah.gov/services/licensee_lists.html)

<b>CUSTOMER SIGNATURE – sign here</b>		<b>By my signature I agree that:</b> If I am signing on behalf of an organization or company, I represent that I have authority to bind the organization or company to this Agreement.
Signature	Date	
Name (printed)	Title	